



ENGINEERING CONTRACT SERVICES SPECIALIST I/II

Purpose:

To actively support and uphold the City's stated mission and values. To perform a variety of paraprofessional contract, financial, and administrative duties; and to provide information and assistance to the public.

Supervision Received and Exercised:

Receives general supervision from the Contract Administrator, management, professional, or technical staff.

May exercise functional and technical supervision over Administrative Assistants and part-time staff.

Distinguishing Characteristics:

Engineering Contract Services Specialist I - This is the entry-level class in the Engineering Contract Services Specialist series. This class is distinguished from the Engineering Contract Services Specialist II by the performance of more routine duties. Since this class is typically used as a training class, employees may have only limited directly related work experience.

Engineering Contract Services Specialist II - This is the full journey level within the Engineering Contract Services Specialist series. Employees within this class are distinguished from the Engineering Contract Services Specialist I by the performance of more complex duties. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level of this class, or when filled from the outside, require prior engineering contract experience.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

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- Facilitate and track progress and monitor status and specifications for Citywide professional services and construction contracts in the Engineering section of Public Works. Maintain computer databases in order to track contract status and compile information.
- Coordinate, prepare and advise in the administration of the full range of the contract administration process.
- Review and process proposed Capital Improvement Program (CIP) project expenditure requests, including contract amendments and change orders, consultant contracts, City Council-approved contracts.
- Process payments and purchase requisitions for engineering administration operations cost centers.
- Secure and control cash funds; maintain and process cash records from public sales. Reconcile accounts receivable with financial system information.
- Research and analyze bonds for off-site improvement fees and calculate reimbursements to developers.
- Consult and coordinate with project managers, City Attorney and Risk Manager on legal and insurance matters, including variance from standard writing, contract addenda, bond, insurance and sureties.
- Analyze and prepare contracts for accuracy and appropriate clauses based on type of contract. Prepare construction/consultant contracts ensuring conformance with City policies, regulations, state and federal laws.
- Assist City staff in processing contracts to ensure conformity with procedures and policies including those established by law, Risk and City Clerk's Offices. Serve as liaison between departments, contractors, consultants and users on contractual process issues.
- Review vendor invoices for correct pricing and authorized merchandise; ensure the purchases are in accordance with contract terms and conditions. Process payments to vendors using the City's financial system; verify payment information submitted by departments; monitor purchases for compliance with laws and City policy.
- Coordinate and maintain bid calendars and schedules of activities relating to the procurement of engineering services and construction procurement activities including advertisements, meetings and various events; coordinate activities with other City departments, the public and outside agencies.

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- Compose a wide variety of reports, letters, memos, forms and statistical charts; type from rough draft, verbal instructions or recordings making corrections to legal documents prior to implementing; may sign and distribute correspondence.
- Compile and organize data and background material and prepare a variety of statistical, financial, operational and special project reports, data analysis, status, cost and schedules. Maintain a variety of statistical records; verify and tabulate basic statistical data.
- Perform record keeping for various funds and expenditures; maintain inventory records and other department and program files; handle and maintain sensitive and confidential information and records.
- Process personnel, payroll and purchasing information; order and maintain office supplies; resolve errors in orders received and on invoices.
- Implement and assist in developing procedures and policies related to assigned functions.
- Assist contractors and the public with questions regarding general information on contract conformance standards and procedures, department and City policies and procedures, regulations, systems and precedents; issue, receive and process various applications, permits, and other forms; determine and refer remaining issues to appropriate department personnel.
- Coordinate and participate in the preparation and processing of Council agendas; ensure that staff reports are prepared; ensure that agenda packet is complete including all staff reports and relating supporting documents; coordinate distribution of agenda packets.
- Perform related duties as assigned.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

Experience:

Engineering Contract Services Specialist I

Three years of responsible administrative support experience, including public contact, and one year of private or public sector contract administration or

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engineering experience preferred; or, two years of administrative support experience, and one year of private or public sector contract administration or engineering experience required.

Engineering Contract Services Specialist II

Three years of responsible administrative support and public contact experience, including two years of private or public sector contract compliance administration or engineering experience.

Training:

Equivalent to the completion of the twelfth grade supplemented by additional specialized administrative, contract, or accounting course work and business practices. Associate of Arts degree is desirable.

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.

Job Code: 2083/2084

FLSA: Non-Exempt